8 Entering and Editing Data

8.1 Entering Data

In order to enter data onto the Metrics application screens, you must first go to the appropriate function, and then select **Open** or **New**. (See Chapter 4 *Metrics Main Screen*, Section 5.3 *Menu Bar*, Section 5.4 *Tool Bar* and Chapter 6 *Open (Search/Edit) or New (Add/Insert).*)

You are now ready to type in/edit your information. Unless otherwise instructed, use the following guidelines:

8.1.1 Entering Quantities

- Enter a whole number (no fractions or decimals).
- You do not have to enter commas.

8.1.2 Entering Amounts

- Enter whole dollar amounts (no cents).
- You do not have to enter commas or dollar signs.

8.1.3 Entering Dates

For dates, enter as MMDDYY, MM/DD/YY or DD-MON-YYYY where M = month, MON = first three letters of the month, D = day and Y = year (unless otherwise instructed). For example, enter July 4, 1996 as 070496, 07/04/96 or 04-jul-1996.

Note: When you press **Tab** or **Enter** after typing in a date, the form of the date automatically changes. So the July 4, 1996 that you entered is displayed as 04-JUL-1996.

8.1.4 Entering Commercial (Non-DSN) Telephone Numbers

For commercial (non DSN) telephone numbers, you can enter either of the following:

- Ten (10) digits which will be automatically formatted as xxx-xxx-xxxx.
- Eleven—twenty-six (11-26) digits which will be displayed as they appear when you type them (no automatic formatting).

8.1.5 Entering DSN Telephone Numbers

For entering DSN telephone numbers, you can enter the following:

- Seven (7) digits which will be automatically formatted as xxx-xxxx.
- Ten (10) digits which will be automatically formatted as xxx-xxx-xxxx.

- Eleven—fifteen (11-15) digits which will be displayed as they appear when you type them (no automatic formatting).

8.1.6 Entering Your User ID

For UserID, enter your 7-position Login ID, often called PLAS (Performance Labor Accounting System) Code or EIN (Employee Identification Number).

8.1.7 Selecting from a Pick List

To select from a pick list (visible when you click here):
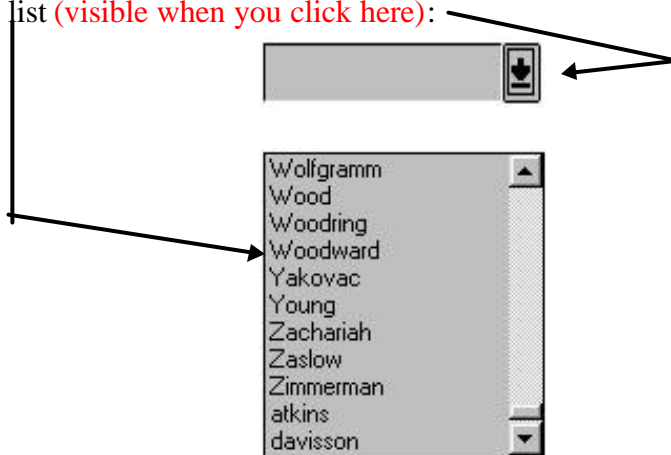
1. Find the choice you want using the scroll bar if necessary.

2. **Click on (highlight) the choice when you find it.**

   or

   Use the **Up** and **Down** arrows on your keyboard to move up or down to find the one you want, and then **click on it**. (You will know you selected it because the system highlights it when you click on it.)

   or

   Type in the first letter of the one you want until it appears in the data box, and then click on it. (You will know you selected it because the system highlights it when you click on it.)

If you are looking for an item stored in alphabetical order in a pick list box, as shown in the pick list box above, you should note the following:

- The system automatically alphabetizes all items beginning with an uppercase (capital) letter in one list and all items beginning with a lowercase letter in a separate list.

- The list of items beginning with an uppercase letter appears before the list of items beginning with a lowercase letter. (Both lists appear in the same pick list box as shown above.)

- Because there are two lists, you should look for an item in both lists.

- To keep everything in one list, you should begin each item you add to a list with a capital letter.

8.1.8 Selecting from a Data Field List with a Scroll Bar

To select from a data field list with a scroll bar:

C-1 100% Mission Capable
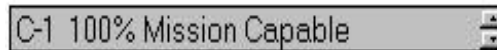
1. Use the up and down (previous/next) arrows on the scroll bar or the arrow keys on your keyboard to find the choice you want.

2. **Select (highlight) your choice by clicking on it once it is displayed.**
   or
   Type in the first letter of the one you want until it appears in the data box, and then click on it. (You will know you selected it because the system highlights it when you click on it.)

8.1.9 Entering Data in a Text Box with a Scroll Bar

To enter data in a text box with a scroll bar (scrolling text box):

1. Tab to text box or use your mouse (single click) to place the cursor in the text box.

2. Enter your information.

3. *Tab* **out of the text box.**

8.2 Editing Data Fields

Sooner or later, you will have to change some of the information displayed on your screen. Table 8-1 explains how to edit the most common types of Metrics data fields.

Table 8-1 Editing Data Fields

Type	Procedure
Scrolling Text Box	Position the cursor where you want to edit. Then make your changes as you would with a word processor such as Word. Tab out of the text box.
Non-scrolling Text Box	Select the box you want to edit. The information is highlighted. If you start to type over highlighted text, the highlighted information is automatically deleted and replaced with what you type. If you do not want to delete all of the highlighted text, click on the highlighted text to remove the highlight and position the cursor in the box, and edit the information as needed.
Radio Buttons (Circles)	Click on the circle you want. It becomes filled while the previously filled one becomes unfilled. (Note: In some cases, you can deselect a circle by double-clicking on it.)
Check Boxes	To "uncheck" a checked box, click on it. The check mark disappears.

Note: You cannot edit information if the information is in a protected data box. You cannot leave a required data field blank if you want to save the record.

8.3 Special Considerations

For various reasons including software limitations, you should note that the certain procedures such as using your **Tab** and **Enter** keys should be followed carefully. For more information about using the **Tab** and **Enter** keys, see the Preface of this *Users Guide*.

8.3.1 Mouse Notes

You should always press **Tab** (or **Enter**) after entering information in a text box. This signals the application to check what you entered. No formatting, validating or related processing occurs until your signal is received. **Using your mouse to click in another data box does not signal the system to check your previous entry.**

8.3.2 Special Characters

Currently, you cannot enter special characters (e.g., apostrophes, commas and hyphens) into name fields such as ACO Name and Point of Contact. You must, therefore, enter such names as Smith-Jones without the hyphen; i.e., Smith Jones.

8.3.3 Hourglass

If the system is processing information, the cursor turns to an hourglass (or its equivalent to signal "system busy"). Wait until the regular cursor ("system ready") appears before you continue using the Metrics application.